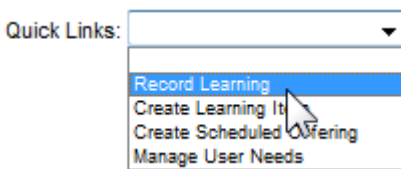
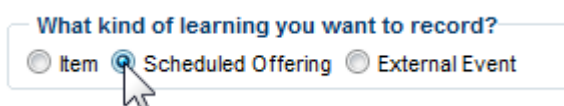



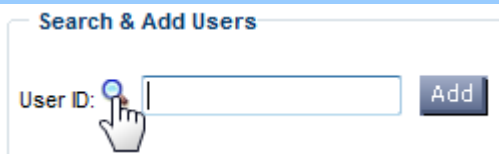
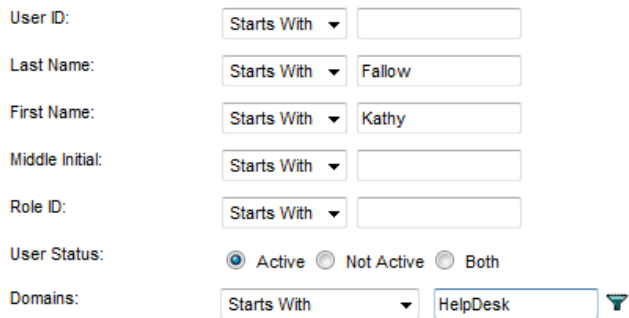


Notes

## Record Learning for FY09 ISSA Scheduled Offerings

The Scheduled Offering Example for this job aid will be the December 4<sup>th</sup> offering of the FY09 Information Systems Security Awareness Item. The Scheduled offering number is **13661**. If you are using this job aid to record learning for the January 26<sup>th</sup> offering, use the Scheduled Offering number **13662**. If you are recording for the March 19<sup>th</sup> offering, use the number **13663**.

| Step                  | Activity   | View   |                       |                        |       |            |  |       |   |                             |           |                        |
|-----------------------|--|--|-----------------------|------------------------|-------|------------|--|-------|---|-----------------------------|-----------|------------------------|
| 1.                    | From the Quick Links drop-down list, choose <b>Record Learning</b> .   |    |                       |                        |       |            |  |       |   |                             |           |                        |
| 2.                    | Select the <b>Scheduled Offering</b> option.   |    |                       |                        |       |            |  |       |   |                             |           |                        |
| 3.                    | Enter the <b>Scheduled Offering ID</b> number.   |   |                       |                        |       |            |  |       |   |                             |           |                        |
| 4.                    | Click <b>Add</b> .   |   |                       |                        |       |            |  |       |   |                             |           |                        |
| 5.                    | Verify the Title and the Start Date.   |  <table border="1"> <thead> <tr> <th>Scheduled Offering ID</th> <th>Item</th> <th>Title</th> <th>Start Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>13661</td> <td>Classroom USDA-CYBERSECURITYPRES-FY09 (Rev 1 - 9/30/2008 09:53 AM America/New York)</td> <td>USDA-CYBERSECURITYPRES-FY09</td> <td>12/4/2008</td> <td><a href="#">Remove</a></td> </tr> </tbody> </table> | Scheduled Offering ID | Item                   | Title | Start Date |  | 13661 | Classroom USDA-CYBERSECURITYPRES-FY09 (Rev 1 - 9/30/2008 09:53 AM America/New York) | USDA-CYBERSECURITYPRES-FY09 | 12/4/2008 | <a href="#">Remove</a> |
| Scheduled Offering ID | Item   | Title  | Start Date            |                        |       |            |  |       |   |                             |           |                        |
| 13661                 | Classroom USDA-CYBERSECURITYPRES-FY09 (Rev 1 - 9/30/2008 09:53 AM America/New York)  | USDA-CYBERSECURITYPRES-FY09  | 12/4/2008             | <a href="#">Remove</a> |       |            |  |       |   |                             |           |                        |
| 6.                    | Click the User ID Search icon to search for the attendee.  |    |                       |                        |       |            |  |       |   |                             |           |                        |
| 7.                    | Enter search criteria to identify the person who attended the training.<br><b>Note:</b> It is a good idea to enter at least the last name, first name and domain of the person if you do not know the User ID. |    |                       |                        |       |            |  |       |   |                             |           |                        |

The number presented in the example is for the December 4<sup>th</sup> class. Use the number **13662** for the January 26<sup>th</sup> class; use the number **13663** for the March 19<sup>th</sup> class.

If you have been provided the AgLearn ID from the class roster, you can simply enter it here, click **Add**, then skip to step 11.

## Notes

### Record Learning for FY09 ISSA Scheduled Offerings

8. Click **Search**.

Search

9. Locate the attendee and click the corresponding **Add** check box.

[Select All](#) / [Deselect All](#)

| User ID  | User Name       | Add                                 |
|----------|-----------------|-------------------------------------|
| KD998289 | Fallow, Kathy T | <input checked="" type="checkbox"/> |

[Select All](#) / [Deselect All](#)

Repeat steps 6-10 for each attendee you wish to record at this time.

10. Click **Add**.

Add

11. Click **Next**.

Next

12. From the Grade/Completion drop-down list, select **Class Completed For Credit**.

Grade/Completion

Class Completed (Class Completed) - For Credit

Class Incomplete (Class Incomplete) - Not For Credit

Class Attend (Class Attend) - For Credit

Class Waived (Class Waived) - For Credit

Class NoShow (Class NoShow) - Not For Credit

13. Click **Next**.

Next

14. Review the summary screen. If any errors are detected, click the Previous button to return to modify earlier screens.

Scheduled Offering ID: 13661

Item: Classroom USDA-CYBERSECURITYPRES-FY09 (Rev 1 - 9/30/2008 09:53 AM America/New York)

Title: USDA-CYBERSECURITYPRES-FY09

| User ID  | User Name       | Grade/Completion | Completion Date                     | Total Hours | Credit Hours | Contact Hours | CPE | Comments |
|----------|-----------------|------------------|-------------------------------------|-------------|--------------|---------------|-----|----------|
| KD998289 | Fallow, Kathy T | Class Completed  | 12/4/2008 12:00 PM America/New York | 2.00        |              | 2.00          |     |          |

15. If all data are correct, click **Submit**.

Submit

16. At the summary screen, you can now Logout of AgLearn or click the Start Over button to record additional learning.

The Learning events were recorded successfully.

Start Over...